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MEMORANDUM FOR: Chief, Plans and Policy Staff

13 November 1957

SUBJECT : Intelligence School Weekly Report #46  
7 November through 13 November 1957

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I. SIGNIFICANT ITEMS: None.II. OTHER ACTIVITIES:A. Intelligence Production

(1) The second presentation of the Records Mechanization course began on Tuesday, 12 November, in Room 2027 R & S Building. [ ] is working with the Assistant Executive Officer, DD/P, in presenting this course, which is designed to improve the current procedure used in RI name files. Enrollment includes [ ] students and [ ] auditors. Although the majority of the students are from the DD/P, there are some from the DD/I. This course will be presented on a half-time basis for two weeks.

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(2) On Friday, 8 November, [ ] lectured on resources of East Asia for the IAS course.

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(3) Reading Techniques #39 started its third week of classes on Tuesday, 12 November. [ ] students dropped the course, one because of sudden re-scheduling of a full-time language training program and the other because of pressure of office work. There are now [ ] students attending classes.

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B. Intelligence Orientation

(1) Intelligence Orientation #15 ended on Friday, 8 November. Students reacted most favorably in their critiques to the course content and administration. The course was administered in functional units in the following order: Introduction to Intelligence, Production, Collection, Support and Operations. This arrangement seems to have contributed to better student understanding and appreciation.

(2) The Support Exhibit and the Intelligence Products Exhibit were both enthusiastically received by students. In addition to its regular exhibit, the Office of Personnel demonstrated the new Flex-o-writer system for processing personnel records. In the Products Exhibit, OPR has completely revised its presentation.

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(3) I.O.'s Support Exhibit is being coordinated by [ ] who is doing a fine job. It will be appreciated if all details of exhibits, including overall size, break-down panels, etc. are referred to [ ] to handle. Floor space and storage are limited, and [ ] is the one person in a position to keep a fair balance among exhibits and an effective overall layout.

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(4) Colonel L. K. White, Deputy Director (Support), attended the Support Exhibit, and General L. Truscott, Deputy Director (Coordination), attended the Intelligence Products Exhibit. General Truscott stated that the invitations sent to representatives of other IAC Agencies to attend the Exhibit provided a good method of improving inter-Agency cooperation. In addition to the IO students, approximately [ ] Agency personnel attended the Support Exhibit, and about [ ] attended the Intelligence Products Exhibit.

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(5) Five noon-time movies, dealing with area surveys, were attended by about 50 percent of the I.O. student body.

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(6) On 12 November [ ] audited [ ] CIA Review lecture for returnees. He will present the lectures when [ ] is on leave next month.

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### C. Operations Support

(1) Budget and Finance Procedures #6 started on 12 November. Although [ ] students were enrolled as of Friday, only [ ] reported for classes prior to noon on 12 November - [ ] from NEA and [ ] from WE. [ ] FE students and one NEA student were cancelled and one from NEA, [ ] will be late in enrolling.

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(2) A formal request for the FP Case has been sent through WE to the DD/P Training Officer. If the case is cleared, it will be prepared for use in the Operations Support in January.

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(3) [ ] called on the Logistics Officers for WE, SE, EE, FE, SR, NEA, and WE Area Divisions on 6 November to discuss the recent Supply Handbook for Field Case Officers. The various Logistics Officers were requested to review the Handbook and to determine the number required for field distribution in each area. Requests for copies for field distribution will be directed to the Overseas Branch, Operations School.

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(4) Two CSR schedule changes were arranged with [ ] and approved by [ ] which will make it possible to use the auditorium for films during the second week of the Operations Support from the January through the August runnings. These changes will permit better use of classroom space. Operations School cooperation is certainly appreciated.

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(5) The informal survey by [ ] of training needs in the Office of Personnel is continuing. The first written report, covering the Personnel Procurement Division, has been submitted to the Chief, Operations Support Faculty. It has been decided that a separate written report will be rendered on each segment of the Office of Personnel which is surveyed. Subsequently, an overall (summary) report covering the entire Office of Personnel will be prepared.

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(6) [ ] visited the Dispatch and Pouch Section of HI and reviewed with [ ] the Sample, Practice, and Test problems for the Dispatch and Pouch lecture for Administrative Procedures.

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(7) [ ] Chief, Foreign Support Staff of the Office of Security, and one of his assistants, [ ] visited the Operations Support Faculty to discuss cable and dispatch procedures with [ ]. [ ] wished to see the training aids and manuals used for teaching cable and dispatch procedures because he intends to set up procedures for training the clerical personnel in the Office of Security.

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D. OIR Orientation Officer

[ ]

(2) On 12 November the CIA Review was conducted for [ ] persons.

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(3) The Dependents Briefing, conducted on 5 and 6 November for [ ] persons, was also audited by the following: [ ] Administrative Officer for the PFC Staff; [ ] Security Officer, Logistics; [ ] Deputy to [ ] Transportation Officer, Logistics; and [ ] Chief, [ ] Commo.

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E. Management Training

(1) The current Basic Supervision course this past week included lectures by [ ] of RQM and [ ] Assistant to DCI. Mr. Kirkpatrick has also agreed to meet with this group in a discussion of current Agency problems of significance to supervisors.

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(2) On 12 November, [ ] addressed a group in the Officers' Advanced Course at Fort Holabird.

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F. Clerical Training

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(1) During the week of 4 November there were [ ] people in Clerical Induction Training. Of these, [ ] were entering class for the first time. During the same period, there were [ ] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 4 November were as follows: of [ ] people tested in shorthand, [ ] qualified; of [ ] tested in typewriting, [ ] qualified.

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(3) On 4 and 5 November Clerical Refresher Training instructed two groups of OER employees in one-hour sessions on the unusual features of the special IBM Executive Electric Typewriter.

(4) New metal typewriting tables to replace the wooden tables in the typing rooms of Clerical Refresher and Clerical Induction have been delivered and assembled during the week. They are most satisfactory, being sturdy, good looking, and usable for either typewriting or shorthand instruction.

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III. PERSONNEL NOTES:

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A. [ ] is on military leave for two weeks beginning 12 November. During his absence, [ ] is serving as Acting Chief of the Orientation Faculty.

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B. [ ] father died this last week and. [ ] will be on leave approximately one week.

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C. [ ] is on leave for several days because of the serious illness of his mother-in-law.

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D. [ ] reported to the Intelligence School on 8 November to replace [ ] who will report to the Office of Personnel on 18 November.

Chief, Intelligence School

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